



The U.S. Department of Justice, Office of Justice Programs (OJP), National Institute of Justice (NIJ) is pleased to announce that it is seeking applications for funding under the Fiscal Year 2006 Convicted Offender DNA Backlog Reduction Program (In-House Analysis and Data Review).

This program furthers the Department's mission by offering an opportunity for States with existing crime laboratories that conduct DNA analysis of convicted offender DNA samples to reduce their backlog of convicted offender DNA samples through in-house analysis and data review. These activities are critical to accelerating the analysis of convicted offender samples collected by States, in order to provide CODIS-compatible data for all 13 CODIS core STR loci for State and national DNA databases, so that law enforcement is provided with crucial investigative information in a timely manner.

Convicted Offender DNA Backlog Reduction Program (In-House Analysis and Data Review)

Eligibility

Eligible applicants are States with existing accredited crime laboratories that conduct DNA analysis of convicted offender samples.
(See "Who is Eligible to Apply," page 3)

Deadline

All applications are due **July 7, 2006** by midnight.

Contact Information

For assistance with the requirements of this solicitation, contact Dale Heideman at 202-514-9240, Dale.Heideman@usdoj.gov or Thurston Bryant, 202-514-8082, Thurston.Bryant@usdoj.gov.

This application must be submitted through OJP's on-line Grants Management System (GMS). For technical assistance with submitting the application, call the Grants Management System Customer Support Hotline at 1-888-514-9901.

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Convicted Offender DNA Backlog Reduction Program (In-House Analysis and Data Review)

CFDA No. 16.560

Overview

Funds must be used by States with existing accredited crime laboratories that conduct DNA analysis of convicted offender DNA samples to reduce their backlog of convicted offender DNA samples through in-house analysis and data review. The objective of this program is to accelerate the analysis of convicted offender samples collected by States, in order to provide CODIS-compatible data for all 13 CODIS core STR loci for State and national DNA databases, so that law enforcement is provided with critical investigative information in a timely manner. All convicted offender DNA profiles obtained with funding from this announcement must be entered in the Combined DNA Index System (CODIS) within 90 days of completion of analysis and uploaded to the National DNA Index System (NDIS).

Deadline: Registration

The GMS registration deadline is the same as the application deadline.

Deadline: Application

The due date for applying for funding under this announcement is **July 7, 2006**.

Eligibility

Eligible applicants are States¹ with an existing crime laboratory that conducts DNA analysis of convicted offender DNA samples that:

- Is accredited by a non-profit professional association of persons actively involved in forensic science that is nationally recognized within the forensic science community; and
- Possesses sufficient in-house DNA analysis capacity to analyze at least 50% of their annual receipt of convicted offender DNA samples, or a minimum of 5,000 convicted offender DNA samples per month.

Each applicant must satisfy the specific application requirements outlined in this announcement, the general requirements for NIJ and OJP awards, and all other applicable legal requirements.

¹ For purposes of this announcement, the term "State" includes the District of Columbia and the Commonwealth of Puerto Rico. For those States that use a laboratory operated by a unit of local government for analysis of the State's convicted offender samples, the application must be submitted by the unit of local government having oversight of the DNA database program.

Convicted Offender DNA Backlog Reduction Program (In-House Analysis and Data Review)-Specific Information

A. Allocation of Funds

NIJ expects to award up to a total of \$8,394,580 for Convicted Offender DNA Backlog Reduction Program awards in fiscal year 2006. In general, funds for in-house sample analysis will be awarded based on the number of convicted offender samples awaiting analysis as of September 30, 2006, that are projected to be analyzed during the award period with Federal funds provided under this announcement. The amount awarded for in-house sample analysis (including data review) will not exceed \$30 per sample analyzed. Funds for data review will be based on the number of convicted offender DNA profiles awaiting data review as of September 30, 2006, that are projected to be reviewed during the award period with Federal funds provided under this announcement. The amount awarded for data review will not exceed \$5 per DNA profile reviewed.

Funds will be awarded only for sample analysis and data review above and beyond that which a State can accomplish using current sources of funding. The total amount of funding requested by eligible States may also affect award amounts. All awards are subject to the availability of appropriated funds.

B. Award Period

All awards will start on the same date of October 1, 2006. In general, NIJ will limit its grants under this program to a maximum period of 12 months after start of the award (from October 1, 2006 to September 30, 2007).

C. Award Purposes and Related Requirements

The objective of this program is to accelerate the analysis and data review of convicted offender samples collected by States, in order to provide CODIS-compatible data for all 13 CODIS core STR loci for State and national DNA databases. Funds must be used by States to reduce their backlog of convicted offender DNA samples through in-house analysis and data review.

All convicted offender DNA profiles obtained with funding from this announcement must be entered into CODIS within 90 days of completion of analysis, and uploaded into NDIS.

All convicted offender samples must be analyzed for all 13 CODIS core STR loci - FGA, vWA, D3S1358, CSF1PO, TPOX, THO1, D18S51, D21S11, D8S1179, D7S820, D13S317, D5S818, and D16S539, using commercially available PCR kits accepted by NDIS.

Each DNA analysis conducted under this program must be maintained pursuant to all applicable Federal privacy requirements, including those described in 42 U.S.C. § 14132(b)(3).

D. Expected Results and Outcomes

The result of receiving Convicted Offender DNA Backlog Reduction Program (In-House Analysis and Data Review) funding should be a demonstrated reduction in the number of convicted offender samples awaiting DNA analysis and data review as of September 30, 2006.

E. Permissible Uses of Funds

All expenses must directly relate to in-house analysis and data review of convicted offender samples. Types of expenditures from awards under this program may include the following:

1. **Certain Supplies.** Funds may be used to acquire commercially-available PCR kits accepted by NDIS, and other laboratory supplies for analysis of convicted offender DNA samples, including the analysis of quality assurance samples.²
2. **Overtime.** Funds may be used for overtime of in-house laboratory staff directly engaged in (a) handling and analyzing convicted offender DNA samples, including handling and analyzing quality assurance samples,³ and (b) data review of convicted offender DNA profiles that, due to the lack of laboratory resources, have yet to be reviewed and entered into CODIS. Any payments for overtime must be in accordance with the applicable provisions of the OJP Financial Guide, available at <http://www.ojp.usdoj.gov/FinGuide>.
3. **Consultant and Contractor Services for Data Review.** Funds may be used to hire consultants and/or temporary contract staff to conduct data review of convicted offender DNA profiles that, due to the lack of laboratory resources, have yet to be reviewed and entered into CODIS. Any such consultants or contract laboratory personnel must meet all of the NDIS requirements concerning the use of outside consultants for the review of DNA data.
4. **Administrative Expenses.** Up to 3 percent of the Federal portion of the award may be used for administrative expenses directly related to the performance of the project.

F. Expenses That Are Not Permitted

Federal funds awarded under the Convicted DNA Backlog Reduction Program (In-House Analysis and Data Review) may not be used for:

1. **Construction.**
2. **Renovation.**
3. **Laboratory and Computer Equipment.** Funds may not be used to upgrade, replace, lease, or purchase laboratory equipment, instrumentation, or computer hardware or software.

² The number of these quality assurance samples may not exceed 10% of the total convicted offender samples for which funding is awarded.

³ See footnote 2.

4. **Salaries and Benefits for Existing Staff.** Funds may not be used to pay salaries and/or benefits for existing staff, other than overtime as discussed above.
 5. **Consultant and Contractor Services for Sample Analysis.**
 6. **Administrative Expenses.** Administrative expenses that exceed 3 percent of the Federal portion of the award are not permitted.
 7. **Travel.**
 8. **Outsourcing.** Funds may not be used for any expenses related to contracting with private laboratories to perform analysis of convicted offender samples.
 9. **Accreditation.**
 10. **Training.**
- G. Match Requirement.** There is no State or local match required under this program.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P. L. 103-62, this announcement notifies applicants that program performance is measured by the following performance measures. Award recipients will be required to collect and report data relevant to this measure on a quarterly basis to OJP.

Objective	Performance Measures	Data Provided by Grantee
<p>To reduce the backlog of convicted offender DNA samples</p>	<p>Percent reduction in the convicted offender DNA sample backlog</p>	<p style="text-align: center;">For DNA Analysis</p> <p>(1) The number of convicted offender DNA samples awaiting analysis at the beginning of the award period</p> <p>(2) The number of convicted offender samples analyzed using Convicted Offender DNA Backlog Reduction Program (In-House Analysis and Data Review) funds</p> <p>(3) The number of convicted offender DNA profiles developed using Convicted Offender DNA Backlog Reduction Program (In-House Analysis and Data Review) funds entered into CODIS</p> <p>(4) The number of CODIS Hits (LDIS, SDIS, NDIS, forensic hits, offender hits and investigations aided) resulting from profiles developed from Convicted Offender DNA Backlog Reduction Program (In-House Analysis and Data Review) funds</p> <hr/> <p style="text-align: center;">For Data Review</p> <p>(1) The number of convicted offender DNA profiles awaiting review at the beginning of the award period, due to lack of laboratory resources</p> <p>(2) The number of convicted offender DNA profiles reviewed using Convicted Offender DNA Backlog Reduction Program (In-House Analysis and Data Review) funds</p> <p>(3) The number of reviewed convicted offender DNA profiles entered into CODIS using Convicted Offender DNA Backlog Reduction Program (In-House Analysis and Data Review) funds</p> <p>(4) The number of CODIS Hits (LDIS, SDIS, NDIS, forensic hits, offender hits and investigations aided) resulting from DNA profiles reviewed with Convicted Offender DNA Backlog Reduction Program (In-House Analysis and Data Review) funds</p>

How to Apply

Grants Management System (GMS) Instructions: Applications must be submitted through the online Grants Management System (GMS). We suggest that you begin the process early, especially if this is the first time you have used the system. Each application requires a separate GMS registration. To learn how to begin the online application process, go to <http://www.ojp.gov/funding> and refer to the **GMS Application Job Aids:** a step-by-step guide for applying online. For additional information, please call the GMS Help Desk at **1-888-549-9901**.

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.560, titled “National Institute of Justice, Research, Evaluation, and Development Project Grants”.

A DUNS Number is Required: The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.

Note: Applying for a DUNS number online can take up to **30 days**.

What an Application Must Include

Those interested in submitting applications in response to this announcement must complete the required application forms and related documents. You will complete some of the forms shown as part of the development of your user profile during the GMS online application process; others must be attached to your application file. GMS accepts PDF, Word, and Text document files. It does not accept zip or executable files.

Note: Proposals containing maps, tables, digital photos, and other types of graphics will produce large file sizes that may affect the speed of electronic transfer. Please take this into consideration when submitting your application online.

Required Documents

1. Application for Federal Assistance—Standard Form 424: Completing the user profile and summary Form SF 424 budget detail on GMS will complete your SF 424. Below are answers to specific items:

- **Item 8:** Type of Application - “New.”
- **Item 9:** Name of Federal Agency - “National Institute of Justice.”
- **Item 10:** Catalog of Federal Domestic Assistance (CFDA) - For this Program, the number is “16.560”

- **Item 11:** Descriptive Title of Applicant's Project - "FY 2006 Convicted Offender DNA Backlog Reduction Program (In-House Analysis) - *YOUR AGENCY NAME.*"
 - **Item 13:** Proposed Project Dates - For this program, the proposed project dates should be "October 1, 2006 to September 30, 2007."
 - **Item 16:** Is Application Subject To Review By State Executive Order 12372 Process? - A listing of States that have participated in this process can be found at <http://www.whitehouse.gov/omb/grants/spoc.html>.
- 2. Program Abstract:** The proposal abstract (not to exceed 400 words) should serve as a succinct and accurate description of the proposed work. Applicants should concisely describe project goals and objectives, project plans, and methods for achieving the goals. Once an award has been granted, the abstract is computerized and serves as a summary available to all interested parties for the duration of the grant.
- 3. Program Narrative:** The program narrative must address the project objectives, the expected results, and the implementation approach. The narrative must describe how expenditures of award funds will reduce the number of convicted offender DNA samples currently awaiting DNA analysis and data review. The program narrative also must specifically state (a) the total anticipated backlog of convicted offender samples awaiting analysis as of September 30, 2006, (b) the additional number of those samples that can be analyzed during the 12-month award period using the Federal funds requested under this announcement, (c) the total anticipated number of convicted offender DNA profiles awaiting data review as of September 30, 2006, and (d) the additional number of those profiles that can be reviewed during the award period using the Federal funds requested under this announcement. The number of samples to be analyzed, and DNA profiles to be reviewed with Federal funds should reflect the number that can be analyzed and reviewed above and beyond those which can be analyzed and reviewed using current sources of funding. Additionally, this section should include an assurance that (a) the in-house testing and data review funded by this award will not adversely affect the lab's ability to process forensic case samples in a timely manner, and (b) the applicant possesses sufficient in-house DNA analysis capacity to analyze at least 50% of their annual receipt of convicted offender DNA samples, or a minimum of 5,000 convicted offender DNA samples per month.

The program narrative section of your proposal must not exceed ten (10) double-spaced pages in 12-point font, no matter the amount of funding. (Tables, charts, figures, appendices, and government forms do not count toward the page limit.)

- 4. List of Key Personnel, Including Names, Organizational Affiliations, and Complete Contact Information For All Key Persons Directly Related to This Project**
- 5. Résumés of Key Personnel**
- 6. Budget Narrative:** The Budget Narrative should be a plain-language explanation of the proposed expenditures listed in the Budget Detail Worksheet.

7. **Budget Detail Worksheet and Budget Summary:** The Budget Detail Worksheet should address the specific cost break downs for the proposed project and should be organized into the standard OJP budget categories. This information should be presented in a manner that details how the cost for each of the major categories was determined. This information should also contain the cost per sample analysis, the total number of samples projected to be analyzed using funds provided under this announcement, the costs per DNA profile reviewed, the total number of DNA profiles projected to be reviewed using funds provided under this announcement, and the total funding amount requested.

The **Budget Summary** should list the total amount of funding requested for each OJP budget category listed below, and the total amount requested for the project.

- A. Personnel
- B. Fringe Benefits
- C. Travel
- D. Equipment
- E. Supplies
- F. Construction
- G. Consultants/Contracts
- H. Other
- I. Indirect Costs (if applicable)

Templates for filling out the Budget Detail Worksheet may be found through the Internet at http://www.ojp.usdoj.gov/Forms/budget_fillable.pdf, OJP Standard Forms and Instructions. If you have any questions, please contact the Office of the Comptroller's Customer Service Center at 1-800-458-0786.

8. **Certification from Appropriate Official of the Applicant Agency:** To receive an award under this program, an applicant must certify that the government laboratory that receives funding under this award is accredited by a nonprofit professional association of persons actively involved in forensic science that is nationally recognized within the forensic science community. This certification can only be completed by an official familiar with its requirements and authorized to certify on behalf of the applicant agency.

Applicants must use the certification template that appears in the appendix.

Selection Criteria

Subject to the availability of appropriated funds, NIJ anticipates that it will make an award to each eligible applicant that satisfies the specific application requirements outlined in this announcement (including those concerning permissible expenses), the general requirements for NIJ and OJP grants, and all other applicable legal requirements. Funds will be allocated as discussed above, under Convicted Offender DNA Backlog Reduction Program (In-House Analysis and Data Review)—Specific Information.

Additional Requirements and Information

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide
<http://www.ojp.usdoj.gov/FinGuide/>
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property

We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at <http://www.ojp.usdoj.gov/otherrequirements.htm>.

Reporting Requirements: Each State that receives funding under this program must submit quarterly performance metrics reports, quarterly financial status reports, and semi-annual progress reports. Each award recipient also must submit a final report. The report must include a summary and assessment of the program carried out with the fiscal year 2006 award, and shall cite the number of convicted offender DNA samples that were analyzed during the award period with award funds, the number of convicted offender DNA profiles reviewed during the award period with award funds, the number of DNA profiles entered into CODIS, and the number of CODIS hits generated from the profiles entered into CODIS as a result of the award.

Application Checklist

In order for your FY2006 Convicted Offender application to receive full consideration by NIJ, the following items and/or activities are required. Applicants are encouraged to include a completed version of this checklist in their online application.

- DUNS Number
- GMS Registration
- SF-424—Application for Federal Assistance (Provided in GMS)
- Federal Assurances and Certifications (Provided in GMS)
- Program Abstract (Required)
- Program Narrative (Required)
- List of Key Personnel (Required)
- Résumés of Key Personnel (Required)
- Budget Narrative (Required)
- Budget Detail Worksheet and Budget Summary (Required)
- Certification as to Accreditation Status of Forensic Laboratory (Required)

Appendix 1
Template for Convicted Offender DNA Backlog
Reduction Program (In-House Analysis and Data
Review) Certification

Instructions: Scan the signed certification and submit the image file electronically as part of your application package.

U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
NATIONAL INSTITUTE OF JUSTICE

FY 2006 Convicted Offender DNA Backlog Reduction Program
(In-House Analysis and Data Review)

Certification as to the Accreditation Status of Forensic
Laboratory

On behalf of the applicant agency named below, I certify the following to the U.S. Department of Justice, Office of Justice Programs, National Institute of Justice:

The government-owned laboratory that will receive funding under this award is accredited by a non-profit professional association of persons actively involved in forensic science that is nationally recognized within the forensic science community.

I have authority to make this certification on behalf of the applicant agency.

Signature of Certifying Official

Printed Name of Certifying Official

Title of Certifying Official

Name of Applicant Agency

Name of Applicant State

Date